

NAVRESREDCOMREGTHIRTEENINST 1601.1P
Code N01
29 Aug 00

NAVRESREDCOMREGTHIRTEEN INSTRUCTION 1601.1P

Subj: COMMAND WATCH ORGANIZATION AND ADMINISTRATIVE PROCEDURES

Ref: (a) OPNAVINST 3120.32C
(b) COMNAVRESFORINST 3070.1E
(c) NTCGLAKESINST 1601.1J
(d) NAVRESREDCOMREGTHIRTEENINST 5510.1G
(e) MILPERSMAN Article 3020200

Encl: (1) Staff Duty Officer (SDO) Check-off List
(2) Duty Petty Officer (DPO) Check-off List

1. Purpose. To develop an effective watch organization and provide administrative procedures for the manning and standing of the Naval Reserve Readiness Command Region Thirteen (REDCOM 13) watch requirements within the guidelines of references (a) and (b).

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 1601.1N.

3. Discussion. The purpose of the Watch is to provide a point of contact to act on matters of urgency outside normal working hours. The Staff Duty Officer (SDO) and Duty Petty Officer (DPO) will be assigned for a 24 hour period Tuesday through Thursdays. On Drill Weekends, duty will be for a 72 hour period (Saturdays through Mondays). On non-Drill Weekends with Monday as a regular work day, duty will be for 72 hour period (Friday through Sunday). An on non-Drill Weekends with Monday off, duty will be for a 96 hour period (Friday through Monday). The SDO and DPO will be relieved in the Command Services Office. TH watch will be continuous and include weekdays, weekends and holidays.

a. Senior Watch Officer (SWO): The senior line officer (excluding the Commander, Deputy Commander and Chief of Staff) will be appointed Senior Watch Officer (SWO).

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(1) The watch bill will be prepared no later than the 20th day of the prior month. One copy shall be provided by the

25th of that month to the Naval Training Center SWO per reference (c).

(2) The SWO will ensure refresher training is conducted at least every six months for all SDOs and DPOs. The SWO is also tasked with the indoctrination training of all newly assigned SDOs and DPOs. Training will include the guidance contained within this instruction and other pertinent instructions associated with SDO/DPO duties (i.e., OPREP-3 Reporting; Casualty Assistance Calls; Mobilization Exercise; initiation and communication publications; VIP driver handbook; STU-III training, etc.).

(3) The senior enlisted SDO will assume the duties of Watchbill Coordinator (WBC) and will draft and submit a watchbill to the SWO for approval. Also, the WBC will sign all leave requests for watchstanders prior to final approval.

(4) All Officers and Chief Petty Officers except the Deputy Commander, Chief of Staff (COS), SWO and the Master Chief Petty Officer of the Command will serve as SDOs.

b. Staff Duty Officer (SDO): The SDO is an assigned E-6 or above serving as the general representative of the Readiness Commander and is charged with initiating necessary action at times when the Commander, Deputy Commander, COS, or other appropriate personnel are not available. Enclosure (1) will be used in the performance of SDO duties.

(1) SDOs will be onboard between 0630-1700 and until the Deputy Commander and COS depart for the day on all normal working days. The Monday following a drill weekend and any other day when civilian/military staff are scheduled to work is considered a normal workday.

(2) After normal working hours, and on weekends/holidays, the SDO will turn on the cellular phone and pager. Do not turn off. The SDO will be continuously available by telephone/pager

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and immediately responsive to all urgent mission requirements, such as initial management of mobilization alerts including notification and submission of required responses, casualty assistance call cases, etc. The SDO is responsible for ensuring that all actions required of REDCOM 13 are properly executed.

(3) SDOs should use the following guidance in exercising

notification procedures for incoming action calls:

(a) Determine cognizant department assistance required and call that Department Director using the recall bill.

(b) If there is any question about who to notify first, call the SWO, or if unlocatable, the COS.

(c) Incidents involving staff personnel (i.e., hospitalization, police reports, casualties, etc.) require immediate notification of the COS, Deputy Commander, or the Readiness Commander in that order.

(4) The SDO will maintain a log containing a chronological listing of events that occurred during the watch.

The purpose of the log is to provide a permanent record of significant events. The format and entry content shall be consistent from watch to watch. To achieve this the following applies: Upon assuming the watch the first entry shall read: "Assumed the Watch". All entries shall be legible, in black ink, brief and be formatted as follows: time, source (message DTG, telephone call, telegram, etc.), problem/incident, action taken (including staff member notified). The last entry for a watch shall read: "Properly relieved by (Rank/Rate/Name)," and the log shall be signed by the offgoing watchstander.

(5) During the work day, the log will be kept in the Public Affairs Office, Room 107. The Command Services Officer will compile routine information for later inclusion in the log by the SDO. Examples of information to be recorded include TAD/special events; visits by VIPs, such as Flag Officers, COMNAVRESFOR representative, Congressmen, etc.; and important occurrences, such as changes of command.

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(6) Department Directors shall keep the SDO informed of any information that may be required during the watch period. At 1515 and 1520 on working days, the SDO will report to the Deputy Commander and COS, respectively, for any overnight/weekend instructions.

(7) Each day the SDO will initiate random STU-III and recall tests and annotate the results in the SDO Log.

(8) The SDO will be responsible for ensuring the DPO fulfills all prescribed duties and will coordinate additional assistance required.

(9) By 1630 each working day, the SDO will physically check each office to ensure it is locked and all lights are secured. In addition, the SDO will check the safes located in the Command Services office. Checking this safe means physically turning the knob four times in one direction. When satisfied that the safe is locked, initial and enter date and time on the Security Container Check Sheet, SF 702-101, located on both safes in the block marked "Guard Check". Any safes found unsecured will be noted in the duty log book and corrective action initiated per reference (d).

(10) The SDO is responsible to have the Skytel Pager turned on at all times and either worn or within the appropriate audible distance 24 hours a day. All watch standers need to become familiar with the basic operation of the system. The SDO pin # is 1417791, the DPO pin # is 1645130.

c. Duty Petty Officer (DPO): Assigned E-6 and below staff personnel shall serve as DPO. The DPO will also serve as Command Duty Driver. They are directly responsible to the SDO in the performance of assigned duties. Enclosure (2) will be used in the performance of DPO duties.

(1) The senior DPO will assume the duties of Duty Petty Officer Watchbill Coordinator (DPOWBC) and will draft and submit a watchbill of the DPO watch assignments to the WBC for approval.

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Also, the DPOWBC will sign all leave requests for DPO watchstanders prior to final approval.

(2) DPOs will be onboard between 0630-1700 on all normal working days. The Monday following a drill weekend and any other day when civilian/military staff are scheduled to work is considered a normal work day. The Command Services Office must be manned between 0630 and 1700 by cognizant office personnel or the DPO as required.

(3) On normal work days, the DPO will report on the status of the command vehicles to the SDO by 0830. The DPO shall keep the SDO informed of their whereabouts at all times for emergent driver duties. Only codes N00/N00B/N01 may authorize the use of the duty driver for official transportation purposes.

(4) The DPO is responsible to have the Skytel Pager

turned on at all times and either worn or within the appropriate audible distance 24 hours a day. All watch standers need to become familiar with the basic operation of the system. The SDO pin # is 1417791, the DPO pin # is 1645130.

(5) Daily, the DPO will check the command vehicles for cleanliness, fuel level and damage.

(a) If fuel level is below three-fourths of a tank, the DPO will take the vehicle to the PWC Gas Station for fill-up.

(b) After each official run, the DPO will check the vehicle for trash, gas and damage. If damaged or dirty, the DPO will report it to the SDO for appropriate action.

(c) After conducting the daily vehicle survey, a verbal report will be made to the SDO for log entry and appropriate action, if needed.

(d) Each day, the DPO will wipe down the Coffee Mess, ensuring that the sides and tops of the cabinets, counters and refrigerator are clean, including defrosting the freezer as

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necessary. All personal food and unlabeled containers will be thrown away.

(6) Upon securing at 1700, the DPO will turn on the cellular telephone, maintain it and keep it close to themselves until returning to work in order to be readily available to the SDO.

d. Work Details: Each department is expected to accomplish its departmental work details using assigned personnel. Only in instances where a particular job is beyond the capabilities of department personnel should a work detail be requested (i.e., unloading a truck, moving office furniture, etc). The SDO shall coordinate requests for work details. Upon request of the SDO, each department shall assign one individual to the work detail.

4. Mobilization

a. In the event of a mobilization, ALERTCON or other state of heightened readiness, the SDO represents the Readiness Commander and must perform their critical taskings in a timely and professional manner. The following is a chronological

sequence of actions to be performed by the SDO in the case of an actual mobilization.

(1) The SDO will receive a phone call informing the command of the recall and the pertinent data will be loaded on the RTSS/NSIPS machines.

(2) The SDO will contact the Deputy, Chief of Staff, Assistant Mobilization Officer and the Senior Watch Officer via telephone. The Assistant Mobilization Officer will come in to the command to assist as necessary.

(3) The SDO will then contact a RTSS/NSIPS operator to come in to access who has been recalled. Upon the arrival of the RTSS/NSIPS operator, a print out of the recall information will be generated.

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(4) The SDO will contact the appropriate Naval Reserve Activity that have SELRES effected by the recall.

(5) The SDO will contact the appropriate NMPS site that will process the recalled SELRES. The numbers are as follows:
NMPS Great Lakes (847) 688-2386 ; NMPS Memphis (901) 873-5255/5875/5254.

b. If it becomes necessary to utilize a secure voice system, the STU-III terminal (telephone) is approved for voice communication up to SECRET and is located in the Command Services Office (Code N01A). The unit's secure mode is activated and deactivated using a device called a Crypto Ignition Key (CIK). A quick reference guide for the proper use of the STU-III is found in the SDO binder. The SDO will initiate a daily STU-III exercise with a RESCEN, including keying to the secure mode, to establish familiarity with the device.

5. Absence from the Command

a. Hospitalization/Sick List. When an SDO/DPO is assigned a watch but is unexpectedly hospitalized or placed Sick In Quarters (SIQ), a substitute will be assigned by the WBC from the list of supernumeraries. It is the responsibility of the watchstander to notify the WBC if a relief is required.

b. Leave. An individual taking regular leave, which

includes an SDO/DPO watch assignment, must provide a standby by submission of an exchange of duty special request chit to the WBC. Per reference (e), individuals are authorized to check-in and check-out on leave via telephone within the immediate vicinity of their duty station. When calling after working hours, call 1-847-688-5467 under Command Services select 5 using a touch-tone phone. Once the phone call is made, the individual will enter the time and date in the appropriate space on Part 1 of the Leave Authorization and sign the entry.

c. Temporary Additional Duty (TAD). TAD periods will be considered prior to the publication of the watchbill. Once published, an SDO/DPO will arrange for a standby by submission of

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an exchange of duty request to the WBC, otherwise the cognizant department will provide a substitute.

J. A. SLAY
Chief of Staff

Distribution:

NAVRESREDCOMREGTHIRTEENINST 5605.1U

Lists A (Readiness Commander/Department Heads) and F (Military Staff)(ACDU only)

Stocked: NAVRESREDCOMREGTHIRTEEN, Great Lakes

SDO CHECKLIST

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INITIAL WHEN COMPLETED

NAME: _____ DATE: _____

1. 0745, PROPERLY RELIEVED PREVIOUS DUTY OFFICER. _____
2. 0830, COS BRIEFING. _____
3. 0830, DPO BRIEFING BY N00A (DRIVER REQUIREMENTS FOR N00/N00B) _____
4. REVIEW MESSAGE TRAFFIC DAILY. _____
5. SPEICAL REQUIREMENTS, I.E. LERTCON, AWARDS CEREMONY OPREP-3, CACO: SEE N3/SWO. _____
6. RESCEN STU-III CHECK (TURN KEY FOR SECURE MODE) (INITIAL LOG SHEET) _____
7. 1515, CHECK OUT N01. _____
8. 1520, CHECK OUT N00B. _____
9. CONTACT ONE RESCEN TO ENSURE STU-III PHONE IS OPERATING. (INITIAL LOG SHEET) _____

COMMENTS: _____

10. BY 1630:
 - a. PHYSICALLY CHECK EACH OFFICE TO ENSURE IT IS LOCKED AND ALL LIGHTS ARE SECURED. INITIAL SECURITY CHECKLIST (SF-701). _____
 - b. IN TRAINING AND ADMIN OFFICES, CHECK SAFES. INITIAL, DATE AND TIME ON SECURITY CONTAINER CHECK SHEET (SF 702-101) GUARD CHECK BLOCK. _____
 - c. LOCK MAILROOM. _____
 - d. VERIFY PAGER OPERATING STATUS. _____
11. 0700, OPEN MAILROOM. _____
12. 0700, SECURE PHONE WATCH. _____

REMARKS

13. PROPERLY RELIEVED BY _____

14. TURN-IN CHECKLIST TO SWO.

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Encl (1)

DUTY PETTY OFFICER CHECKLIST

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NAME: _____ DATE: _____

1. CHECK-IN WITH N00A BY 0800 FOR N00/N00B DRIVER REQUIREMENTS,
GET KEYS/BOOK FOR SEDAN. _____

2. CHECK VEHICLES FOR FUEL. (IF LESS THAN $\frac{3}{4}$ FULL, FILL AT PWC.) _____

CHECK OIL AND WINDSHIELD WASHER FLUIDS. (Fill if low.) _____

CHECK IF LIGHTS/WIPERS ARE WORKING PROPERLY. _____

CHECK FOR WASHING OUTSIDE. IF NEEDED, WASH AT PWC
REPAIR STATION. _____

ENSURE TOLL TAG AND GAS CARD ARE ACCOUNTED FOR DAILY _____

3. VERBALLY REPORT TO SDO ON VEHICLE CONDITIONS AND ACTION
TAKEN BY 0830. _____

4. AFTER EACH OFFICIAL RUN, CHECK VEHICLE AGAIN. _____

LAST RUN _____

5. BEFORE END OF DAY, REPORT TO SDO FOR INSTRUCTIONS. _____

6. SET PHONE WATCH IN ADMIN DURING LUNCH AND AT 1530. _____

7. PROPERLY RELIEVED BY: _____

8. TURN-IN CHECKLIST TO SDO. _____

REMARKS

NAVRESREDCOMREGTHIRTEENINST 1601/2 (Rev. 8/00)

Encl (2)